

12 Months At A Glance

JANUARY, 2001	FEBRUARY, 2001
<ul style="list-style-type: none"> 1/8 WSA Staff Meeting 1/19 Comp to send out PPP ratings lists & merit sheets/Close the Loop PPP process starts 1/22 WSA Staff Meeting 1/31 IC Awards Distributed 	<ul style="list-style-type: none"> 2/1 WSA Plan Presentation - OBT 2/2 Merit sheets due back to Comp 2/5 WSA Staff Meeting 2/15 WSA Seminar - Causation 2/18-21 ERP SAB Meeting 2/19 WSA Staff Meeting 2/26 Reports sent to line management for merit communication
MARCH, 2001	APRIL, 2001
<ul style="list-style-type: none"> 3/1 Mgmt sends signed PPP to HR-Direct for Filing 3/5 WSA Staff Meeting 3/15 WSA Seminar - Compensation 3/16 Advancement Planning preparation begins 3/19-3/20 WSA Staff Meeting 3/21-22 SRRC Meeting - Proposal Review 	<ul style="list-style-type: none"> 4/2 WSA Staff Meeting 4/12-4/9 2001 2RF Budget Input Due to V. King 4/17 WSA Seminar - TBD 4/23 WSA Staff Meeting 4/30 Nomination and preparation of Technical Ladder promotions
MAY, 2001	JUNE, 2000
<ul style="list-style-type: none"> 5/7 WSA Staff Meeting 5/15 WSA Seminar - TBD 5/15 2001 RFA Published (tent.) 5/21 WSA Staff Meeting 5/31 OBT Technical Ladder Review 5/31 Final promotability ratings and Advancement Plan profiles Due TBD WSA Review of Advancement Plan Profiles TBD WSA Review of Promotability Ratings 	<ul style="list-style-type: none"> Mid-year PPP Discussions 6/4 WSA Staff Meeting 6/15 WSA Seminar - TBD 6/18 WSA Staff Meeting
JULY, 2001	AUGUST, 2001
<ul style="list-style-type: none"> 7/9 WSA Staff Meeting 7/17 WSA Seminar - TBD 7/23 WSA Staff Meeting 	<ul style="list-style-type: none"> Solicit PPP Input 8/6 WSA Staff Meeting 8/15 WSA Seminar - TBD 8/20 WSA Staff Meeting 8/30 2001 RFA Proposals Due (tent.)
SEPTEMBER, 2001	OCTOBER, 2000
<ul style="list-style-type: none"> 9/10 WSA Staff Meeting 9/17 WSA Seminar - TBD 9/24 WSA Staff Meeting TBD WSA Org Review TBD 2002 Original Budget Input Due TBD WSA Planning Meeting 	<ul style="list-style-type: none"> Nomination and preparation of technical ladder promotions 10/8 WSA Staff Meeting 10/15 WSA Seminar - TBD 10/22 WSA Staff Meeting
NOVEMBER, 2000	DECEMBER, 2000
<ul style="list-style-type: none"> Update PPP input 11/5 WSA Staff Meeting 11/15 WSA Seminar - TBD 11/19 WSA Staff Meeting 11/30 OBT Technical Ladder Review 	<ul style="list-style-type: none"> Finalize departmental objective writing Draft development plans 12/3 WSA Staff Meeting 12/17 WSA Staff Meeting

- Finance Activities
- HR Activities
- ERP Activities

- WSA Meetings
- Planning Activities
- WSA Technical Seminar

11/1-2002 Project Sheets Due

TBD - WSA Mgmt. Review of 2002 Projects (2 days)

- WSA Mgmt. communicates approved 2002 projects to staff.

PM3001337024

Worldwide Scientific Affairs
12 Months At A Glance

Revised: 3/2/01

JANUARY, 2001	FEBRUARY, 2001
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MAY, 2001	JUNE, 2000
<ul style="list-style-type: none"> 5/7 WSA Staff Meeting 5/15 WSA Seminar - TBD 5/15 2001 RFA Published (tent.) 5/21 WSA Staff Meeting 5/31 OBT Technical Ladder Review 5/31 Final promotability ratings and Advancement Plan profiles Due TBD WSA Review of Advancement Plan Profiles TBD WSA Review of Promotability Ratings <p>(May) ←</p>	<p>Mid-year PPP Discussions - before April</p> <ul style="list-style-type: none"> 6/4 WSA Staff Meeting 6/15 WSA Seminar - TBD 6/18 WSA Staff Meeting
JULY, 2001	AUGUST, 2001
<ul style="list-style-type: none"> 7/9 WSA Staff Meeting 7/17 WSA Seminar - TBD 7/23 WSA Staff Meeting 	<ul style="list-style-type: none"> Solicit PPP Input 8/6 WSA Staff Meeting 8/15 WSA Seminar - TBD 8/20 WSA Staff Meeting 8/30 2001 RFA Proposals Due (tent.)
SEPTEMBER, 2001	OCTOBER, 2000
<ul style="list-style-type: none"> 9/10 WSA Staff Meeting 9/17 WSA Seminar - TBD 9/24 WSA Staff Meeting TBD WSA Org Review TBD 2002 Original Budget Input Due TBD WSA Planning Meeting 	<ul style="list-style-type: none"> Nomination and preparation of technical ladder promotions 10/8 WSA Staff Meeting 10/15 WSA Seminar - TBD 10/22 WSA Staff Meeting
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- Finance Activities
- HR Activities
- ERP Activities

- WSA Meetings
- Planning Activities
- WSA Technical Seminar

11/1 - 2002 Project sheets due
11/ - WSA Mgmt Review of 2002 Projects (2 days)

12/ - WSA Mgmt communicates Approved 2002 Projects to staff.

PM3001337025

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<p>MAY, 2001</p> <ul style="list-style-type: none"> 5/7 WSA Staff Meeting 5/15 WSA Seminar - TBD 5/15 2001 RFA Published (tent.) 5/21 WSA Staff Meeting 5/31 OBT Technical Ladder Review 5/31 Final promotability ratings and Advancement Plan profiles Due TBD WSA Review of Advancement Plan Profiles TBD WSA Review of Promotability Ratings 	<p>JUNE, 2000</p> <ul style="list-style-type: none"> 6/4 Mid-year PPP Discussions (before June) 6/4 WSA Staff Meeting 6/15 WSA Seminar - TBD 6/18 WSA Staff Meeting <p><i>Handwritten: "TBD (mid-year review)" with an arrow pointing to the June 4th entry.</i></p>
<p>JULY, 2001</p> <ul style="list-style-type: none"> 7/9 WSA Staff Meeting 7/17 WSA Seminar - TBD 7/23 WSA Staff Meeting 	<p>AUGUST, 2001</p> <ul style="list-style-type: none"> Solicit PPP Input 8/6 WSA Staff Meeting 8/15 WSA Seminar - TBD 8/20 WSA Staff Meeting 8/30 2001 RFA Proposals Due (tent.)
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Handwritten: "2 RFA Ken seminar to PD's"

Handwritten: "4/15 → for Research Focus legal + SRRC approval have to be completed by"

Handwritten: "Apr 4-5 SAB NP meeting" and "4/3 Greenwich seminar (C. Smith)"

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